

Job Posting
Greater Lawrence Sanitary District Employees Retirement System

Job Title: Retirement Administrator

Salary: \$65,000.00 to \$78,000.00 depending on experience

The Greater Lawrence Sanitary District Employee's Retirement System (GLSDERS) has 41 active members and 38 Retirees.

Summary: This position works under the Retirement Board's general direction to carry out all aspects of the daily operations of the retirement system as the sole employee of the retirement system; all accounting functions including P.E.R.A.C. (PERAC) cash book submissions, provide service and information to retirees and members including retirement planning and counseling, as well as providing information to the Board members and the public. Position requires excellent accounting, written, and communication skills. The Retirement Administrator should possess strong organizational skills to work independently to complete required tasks in a timely fashion. Knowledge of and experience with M.G.L. Chapter 32, PERAC's rules and regulations and PERAC's PROSPER program a plus. A working knowledge and prior experience with Pension Technology Group's (P.T.G.) retirement software is preferred.

Essential Responsibilities:

- Process the monthly retiree payroll, 1099s and W-2s, and refunds to terminated members through the Advantage Payroll Company and transfers to other systems.
- Meet with new and existing employees to process enrollment and discuss prior service history for potential buybacks.
- Create and maintain members' individual retirement files, Board records and documents as well as control the retention of such records in accordance with the Massachusetts Municipal Records Retention laws and respond to requests for information as the Records Access Officer.
- Maintain and verify data entry information and changes in the retirement system's P.T.G. data base for new members and enter general status updates and beneficiary information for members on an as needed basis.
- Manually enter retirement payroll deductions in the P.T.G. retirement software program.
- Attend monthly and any special Retirement Board meetings, prepare and distribute Board members' informational packets, meeting agendas, public meeting notices, and minutes of Board meetings.
- Prepare all correspondence and mailings to retirees, active members, Public Employee Retirement Administration Commission (PERAC), Board members, other retirement boards and others as directed including the system's 3(8)c invoices submitted to other retirement systems.
- Prepare various annual reports for auditors and PERAC.
- Conduct Board elections including posting notices, preparing, and mailing ballots and all related correspondence, and performing the entire election process as the Election Officer.
- Assist Board members with the scheduling, travel arrangements, registering, processing of reimbursements for education and training.
- Performing all other related and necessary duties as required or any additional duties hereafter assigned by the Board to the Retirement Administrator.

Qualifications for this position: ▪ Two years of experience with a Massachusetts Contributory retirement system is desired. Commensurate experience in a municipal accounting setting will be considered ▪ General knowledge and understanding of M.G.L. Chapter 32 and P.E.R.A.C.'s rules and regulations, and the Massachusetts Open Meeting Law. ▪ Knowledge of Pension Technology Group (P.T.G.) Software. ▪ Experience with Microsoft Office, specifically Word and Excel ▪ Previous accounting experience preferred. A Bachelor's degree in Accounting or a closely related field is advantageous.

Retirement office hours: Total of 40 hours - flexibility with regards to days to be agreed upon.

Interested candidates should send their cover letter and resume via electronic submission only to Laurie Elliott, the GLSDERS's Chairperson at: LElliott@GLSD.org. Only electronic submissions will be accepted for this position. This position will remain opened until filled and interviews will begin on or about May 19, 2021. Greater Lawrence Sanitary District Employees Retirement System is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees on the basis of race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status or any other characteristic protected by law.

The GLSDERS offers a full benefits package including membership in the pension system along with health, dental, life, short and long-term disability insurance, vacation, sick and personal time.

A background and/or reference check will be performed.